



CITY OF LONG BEACH
DEPARTMENT OF FINANCIAL MANAGEMENT

PROMOTIONAL/TRANSFER OPPORTUNITY
(Open to Current City Employees)

SECRETARY – UNCLASSIFIED
(\$14.169 - \$19.363 per hour)

The Commercial Services Bureau has an immediate opening for a permanent/full-time Secretary. This position requires a highly organized professional individual who thrives in a fast-paced work environment. Under general supervision the Commercial Services Bureau Secretary performs difficult and complex secretarial and administrative tasks in support to the Bureau Manager and staff.

EXAMPLE OF DUTIES:

- Provides direct and confidential secretarial support to the Bureau Manager;
- Manages the Bureau Manager's calendar, schedules appointments, and arranges meetings;
- Reviews outgoing correspondences and reports for procedural and grammatical accuracy;
- Reviews and routes incoming correspondences;
- Types and edits letters, complex reports, tables, and schedules;
- Receives and directs telephone inquiries from the public and City staff;
- Provides back-up support as part of the Bureau's clerical team;
- Maintains manuals and automated files;
- Performs other related duties as required.

DESIRABLE REQUIREMENTS:

- Five years of progressively responsible clerical experience and education equivalent to high school graduation;
- Strong written, oral, and interpersonal communication skills;
- Ability to type neatly and accurately;
- Ability to correct errors in grammar, spelling, and punctuation;
- Computer experience in Windows XP (Word, Excel, PowerPoint), Lotus Notes (Mail, Calendar), and FAMIS;
- Ability to work independently with minimal supervision and exercise sound judgment;
- Ability to work within deadlines, manage multiple assignments and priorities;
- Thorough knowledge of office procedures and time management skills;
- Possess a valid California driver license.

SELECTION PROCEDURES: Candidates are requested to send a letter of interest and resume not later than 4:30 PM, Friday, February 4, 2005 to:

Pamela Wilson-Horgan, Manager Commercial Services Bureau
Financial Management Department, 5th Floor
333 West Ocean Boulevard
Long Beach, California 90802

The most qualified candidates will be invited to participate in further selection procedures. Interviews will be scheduled shortly after the close of the filing period.

EQUAL OPPORTUNITY EMPLOYER

This information is available in an alternative format by request at (562) 570-7031.